



Permit Number: 2018 - 12

SPECIAL EVENT PERMIT

CITY OF WAUKESHA / STATE OF WISCONSIN

WHEREAS the Applicant, Waukesha Downtown Business Association, has complied with the requirements necessary for obtaining this permit as set forth in the ordinances of the City of Waukesha; a permit is hereby issued to the said Applicant, pursuant to Waukesha Municipal Code §6.17 and §6.175.

EVENT NAME: **Waukesha Friday Night Live**

2018 DATE(S): 6/1, 6/8, 6/15, 6/22, 6/29, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, & 8/24

TIME: 3:00 pm to 9:05 pm (with streets to re-open by 10:00 p.m.)

LOCATION: See Map Attached for Event Footprint

Applicant shall comply with all the following, in addition to all applicable City ordinances:

- A. Security and Sanitation Plan as shown on Attachment A.
- B. Street closures shall be as shown on Attachment B.
- C. Stages shall be located and oriented as shown on Attachment B, and shall be as represented on Attachment C.
- D. Vendors shall be only at the locations shown on Attachment D, and shall have the permission of the building owner or tenant at all times to locate there.
- E. All stages and vendors will be informed that they may not be out if they are located in the construction zone.
- F. Permit holder must ensure stages are not blocking passage through the street. A 12-ft. lane is to remain open for emergency vehicles at all times. Sidewalk vendors shall maintain a 4-foot-wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times. *See list for Permitted Sidewalk Vendors
- G. The City reserves the right to close or direct relocation of stages or vendors in any of the public right-of-ways for any reason the City deems reasonably necessary.
- H. Public rights-of-way which are under construction shall not be subject to this Permit, and any such area that is within the Event footprint shall not be used for the Event or any stages, tents or vendors until construction is complete and the City Department of Public Works has given approval for the use of the area for the Event.

Given under my hand and the corporate
seal of the City of Waukesha May 2, 2018


Gina Kozlik, Clerk/Treasurer



ATTACHMENT A

FRIDAY NIGHT LIVE SECURITY PLAN 2018

The WDBA has met with the police officers that assist with FNL, Sgt. Joe Hendricks and Nate and Jose (CPO's) to discuss security to make FNL run efficiently and as safe as possible.

- NO PARKING AFTER 5p.m. SIGNS WILL BE POSTED BY 3:00 p.m. on Fridays
- NO PARKING TOW AWAY ZONES AFTER 3:00 P.M. will be posted by 11:00 a.m. (This is the area where bands will play.)
- Stages and vendors that are in the South Street Construction zone may not have stages or vending tables outside until construction is finished or approved by the City of Waukesha/ Public Works Department.
- The FNL event manager (Dan Taylor or Susie Taylor) will be on site by 5p.m. to make sure things are running smoothly. They will check things such as cars parked in the event footprint, check for garbage/ garbage cans, see that barricades get set up in proper locations, & address any concerns. They will try to resolve any problems independently.
- Each stage will supply a stage manager which will be responsible for monitoring their stage. There will always be at least one stage manager responsible to observe the stage and attendees. If a larger audience is present at stage, it is stage manager's responsibility to provide more helpers to monitor the stage. Stage managers will try to resolve problems independently. Depending on issue they will contact event manager, reserve officers or police.
- Stage Managers will wear an identifiable button that says WDBA EVENT STAFF.
- Event manager will walk throughout the event addressing any concerns, picking up any trash (if necessary) and just making sure that things are running smoothly. An information/welcome sheet/stage announcement will be given to each stage manager when they arrive with rules and restroom facilities.
- Stage managers will make sure that musicians start playing at 6:30 p.m. and stop playing at 9:00. Stage managers will assist musicians to promptly dismantle all equipment and stage at closing time to get the streets opened up again in a timely fashion.
- The police will be given FNL manager phone numbers in the event the FNL needs to be contacted.
- FNL managers will be aware of weather at all times. In the event of inclement weather, all stage managers will be notified.
- Crowd Control- The FNL coordinators will be walking the event at all times & monitoring the crowd. In addition reserve officers and community officers will be present. There will be one manager per stage that will be monitoring attendees. If stage draws a larger crowd, it is the stage's responsibility to add more help to monitor crowd. Stage managers will have cell phones and will be able to contact FNL manager or police in the event of a concern or emergency. Likewise, event coordinators will be able to send group text to communicate with stages in the event of inclement weather or security concern. They will be identifiable with an EVENT STAFF pin. We have held stage manager meetings discussing their responsibilities. We are planning on 9-10 stages.
- Tent placement shall allow for 15 ft. access for emergency vehicles.
- All vendor/permittees shall maintain a 4ft. wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times.

ATTACHMENT A - CONTINUED

- Vendors on the permit may display goods from 6:00-9:00 p.m. on Friday nights. Sidewalks must be clear by 9:15 so that streets can be reopened.
 - Police/WDBA members will put out barricades at 6:00p.m.
 - No alcoholic beverages are allowed in FNL unless it is in a dedicated dining establishment within the limits of an outdoor dining permit.
 - FNL attendance will be between 1,000-5,000.
 - Public Restrooms- Businesses providing use of restrooms will have signage in their windows during FNL. The WDBA information booth will have a sign that provides information for restroom use. Businesses will sign a form stating that they will provide restroom facilities during the event.
 - Magellan's 3 Women, 2 Men, 1 Urinal
 - Martha Merrell's Books 2 Unisex
 - Waukesha Civic Theater 4 Women, 2 Men, 2 Urinal
 - Art & Framing 1,2,3 1 Unisex
 - Little Swiss Clock Shop 1 Unisex
 - Boscos Social Club 2 Women, 1 Men, 1 Urinal
 - Mia's 1 Women, 1 Men
 - Reaching Treetops Yoga 1 Unisex
 - Hannon's 1 Women, 1 Men, 1 Urinal

 - People's Park 3 Women, 2 Men, 1 Urinal, 1 Unisex
 - Bernie's Tap 2 Women, 1 Men 2 Urinals
 - Roots Coffee Bar and café 1 Women, 1 Men, 1 Urinal
 - Salty Toad 3 Women, 1 Men, 1 Urinals
 - 5 Points Brews and Sweets 1 Unisex
 - The Clarke Hotel 3 Women, 2 Men, 1 Urinal
- Total:
- 22 Women, 13 Men, 9 Urinals, 7 Unisex
- Trash and Recycling
 - Event manager will walk throughout event picking up garbage if necessary.
 - Any sidewalk/street vendor shall provide trash and recycling containers. Those vendors who hold outdoor dining permits will need to comply with city enforced requirements of the outdoor dining permit.
 - Vendors will clean area (sweep, etc...) after event
 - Establishments that offer food items that are to go (i.e. ice cream cones) shall provide trash/recycling containers outside of their business
 - WDBA will work with the Police Department to reopen streets for traffic as soon as it is deemed safe for performers and pedestrians, but no later than 10PM. This may vary some due to both weather and the number of people coming down to Friday Night Live.
 - Contacts:
 - Susie Taylor 414 403 7669 susiepeoplespark@gmail.com
 - Dan Taylor 787 685 1043 raydanme@aol.com
 - Jim Taylor 414 975 6699 jimtaylor518@gmail.com

FRIDAY NIGHT LIVE 2018

SYMBOL KEY:

VENDOR

ALL MEMBERS OF THE WDBA SHOWN ON THIS MAP HAVE PRESENTED CERTIFICATES OF INSURANCE (INCLUDED IN THE PERMIT APPLICATION) AND QUALITY TO SET UP A DISPLAY OR SALES KIOSK WITHIN THE CONFINES OF THE DESIGNATED AREA FOR THE DURATION OF THE EVENT AND AGREE TO FOLLOW THE SAME TIME, ASSEMBLY, SANITATION, AND SECURITY ISSUES THAT THE STAGES MUST ABIDE BY.



THIS SYMBOL INDICATES A MUSIC STAGE AND THE DIRECTION OF THE MUSIC.



THIS SYMBOL INDICATES A SPONSOR TABLE (IF THERE IS A MAJOR SPONSOR FOR THE STAGE).



THIS SYMBOL INDICATES A ROAD BARRICADE.

COMPLIMENTARY PARKING PROVIDED BY
WAUKESHA STATE BANK

RIVERFRONT PLAZA

MAIN ST.

BROADWAY

MAIN ST.

CLINTON ST.

SOUTH ST.

MAPLE ST.

GASPAR

BARSTOW

ATTACHMENT B

HANDICAP PARKING

ALDO CHOCOLAT

MARTHA MERRELL STAGE
(ALTERNATE CONSTRUCTION LOCATION)

MARTHA MERRELLS

MARTHA MERRELL STAGE (PLUS SPONSOR)

WAUKESHA CIVIC THEATRE

STATE FARM

LITTLE SWISS CLOTH SHOP

WUKESHA CIVIC THEATRE STAGE (PLUS SPONSOR)

BERG MGMT/NAMI

PAWS FOR A MOMENT/GRANDPA CHO'S

REACHING TREETOYS YOGA

BERG MGMT

FIVE POINTS BREWS AND SWEETS STAGE (PLUS SPONSOR)

FIVE POINTS BREWS AND SWEETS

POP'S KETTLE CORN

FREEMAN

BERG MGMT

BERG MGMT

BERG MGMT

(PROVIDE ACCESS TO ROTUNDA PARKING LOT AFTER CONSTRUCTION)

GRAND

PICKY PICKY RESALE SHOP

ART & FRAMING 123

BERG MGMT

PEOPLE'S PARK STAGE (PLUS SPONSOR)

ALMONT GALLERY

WILDLIFE RESOURCE CENTER

WAUKESHA FAIR/CHRISSEY

PEOPLE'S PARK

MAGELLAN'S STAGE (PLUS SPONSOR)

ST. JOSEPH'S MEDICAL CLINIC

PAWS FOR A MOMENT/GRANDPA CHO'S

CLASH WINE BAR

(MOTORCYCLE PARKING)

MIA'S STAGE (PLUS SPONSOR)

PAWS FOR A MOMENT

REACHING TREETOYS YOGA

CONCEPT ENVOY

BERG MGMT

CITY OF WAUKESHA

CHAMBER OF COMMERCE

FNL STAGES 2018

ATTACHMENT C[illegible]

FNL Vendor Information 2018

Business Name	Address	Phone Number	Vendor	Ins. Cert.	indm	WDBA	Permiss.	Service +tables & chairs
5 Points Brews and Sweets	279 W. Main	4148523793	x	x	x	x	n/a	ice cream hot dogs treats
Allo Chocolat/Tawyna Shanklin	234 W. Main St. #1	262 544-8030	x	x	x	x	n/a	Selling Choc. Covered items
Almont Gallery/Lynn Gaffey	342 W. Main	262 542 1522	x	x	x	x	n/a	info. Merchandise/table/chairs/art
Art & Framing/Dan Engh	311 W. Main	262 446 0947	x	x	x	x	n/a	live painting/performance art
Berg Management/Catherine H	280 Main 251,257,255,259,308 Broadway	262 312 4124	x	x	x	x	n/a	info/ marketing /demos
Berg Management/Catherine H	802,831 Grand	262 312 4124	x	x	x	x	n/a	info/marketing/demos
City of Waukesha Chamber of Commerce	214 south st./ katie Bruner	310 717 3023	x	x	x	x	n/a	info/demos
Civic Theater/Jonathan Danner	264 W. Main	262 3664252	x	x	x	x	n/a	merchandise/tables/info cart
Concept Envy/ZachBeaman	804 N. Grand Ave.	262 327 2690	x	x	x	x	n/a	merchandise/tables/info/
Crush/Judy Rosynek	378 W. Main	262 227 7280	x	x	x	x	n/a	info. Merch./table/chairs/food
Freeman/Tom Badger	337 W. Main/279 W. Main	262 613 0015	x	x	x	x	x	FNL information/newspapers
Fruits of Spirits Candles/ Terri	349 W. Broadway/314 W. Main	262 370 7093	x	x	x	x	x	merchandise candles
Hannon's/Mark Hannon	357 W. Broadway	262 547 4272	x	x	x	x	n/a	merchandise/chips/novelities
Little Sw. Clock Shop/Karen Whit	270 W. Main	262 547 2111	x	x	x	x	n/a	merchandise/tables/chairs
Magellan's / Dan Italiano	370 W. Main	414 688 4486	x	x	x	x	n/a	merchandise/tables/chairs/pizza
Martha Merrell's Books/Norm	231 W. Main	262 547 1060	x	x	x	x	n/a	merchandise/info.author visits
NAMI/ Andrea Grittner/Berg	280 W. Main	262 309 3178	x	x	x	x	x	information
Otto's Art Academy Megan David	312 W. Broadway	262 409 9503	x	x	x	x	n/a	art demos/art projects
Paws for a Moment/Angela NG	316 South Street	262 565 3754	x	x	x	x	n/a	demonstrations/adoptables/treat
Paws for a Moment/Grandpa Cho's	280 Main/ 337 W. Main	262 617 6850	x	x	x	x	x	Hawaiian shave ice
People's Park /Wildlife Resource Center	337 W. Main or parking lot	262 751 7245	x	x	x	x	n/a	information/merchandise/demo
Peoples Park/ Waukesha Fair/Chrissy	337 W. Main Parking Lot	262 366 1586	x	x	x	x	n/a	demonstrations/info/giveaway\$
People's Park/Susie Taylor	337 W. Main	414 403 7669	x	x	x	x	n/a	information/merchandise/demo
Picky Picky/ Henry Ganeck	301 W. Main	262 527 0009	x	x	x	x	n/a	merchandise/ table/chairs
Pop's Kettle Corn/Mark Kunutson	260 W. Broadway	414 552 2079	x	x	x	x	n/a	popcorn
Reaching Treetops Yoga/Alyssa	820 N. Grand	262 501 1572	x	x	x	x	n/a	yoga demos
Salty Toad/Kari	921 Friedman Dr.	4414 581 1023	x	x	x	x	n/a	food/ beverages/ hv. Extension of premise
St. Joseph's Medical Clinic/Jessica	337 W. Main Parking Lot	262 94 9210	x	x	x	x	x	information
State Farm/ Chris Janet	264 W. Main	630 776 6889	x	x	x	x	x	info/branding business